

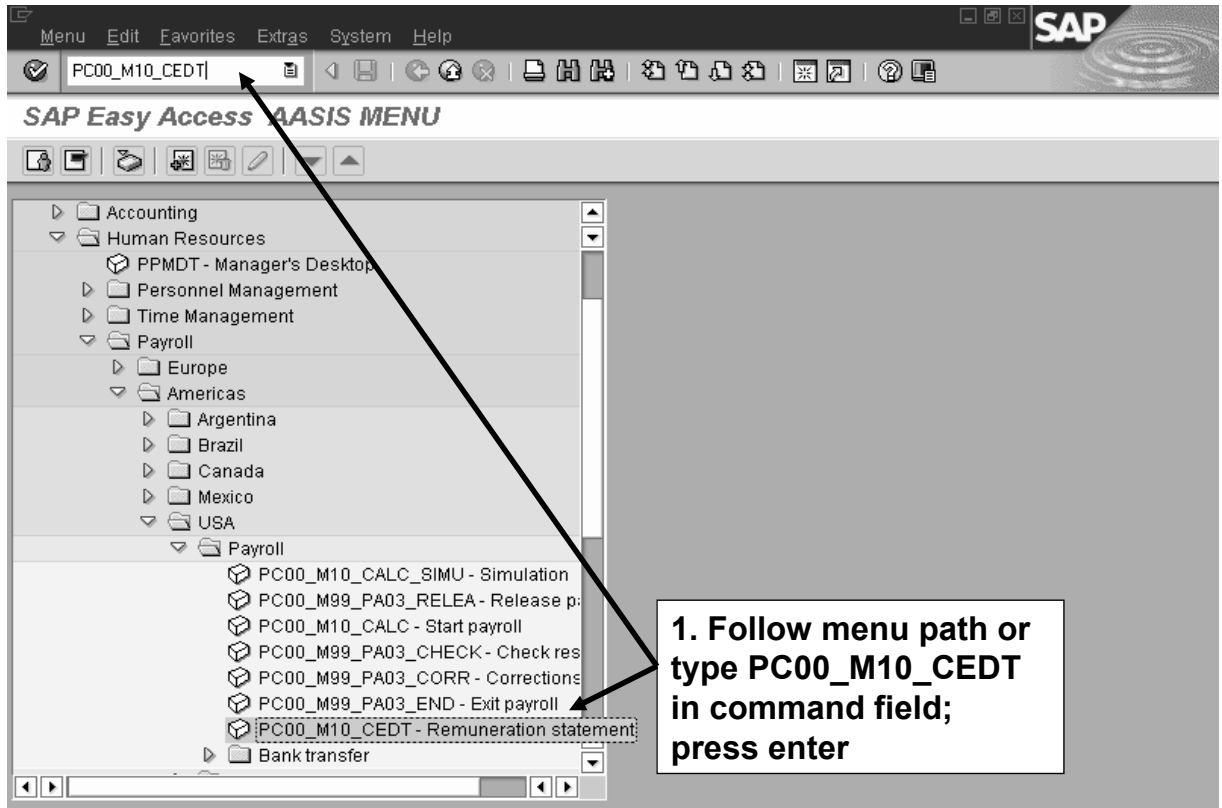


HRLAD

Time and Leave Administration

Chapter 8 – Generate Remuneration Statement

PC00_M10_CEDT - Remuneration Statement



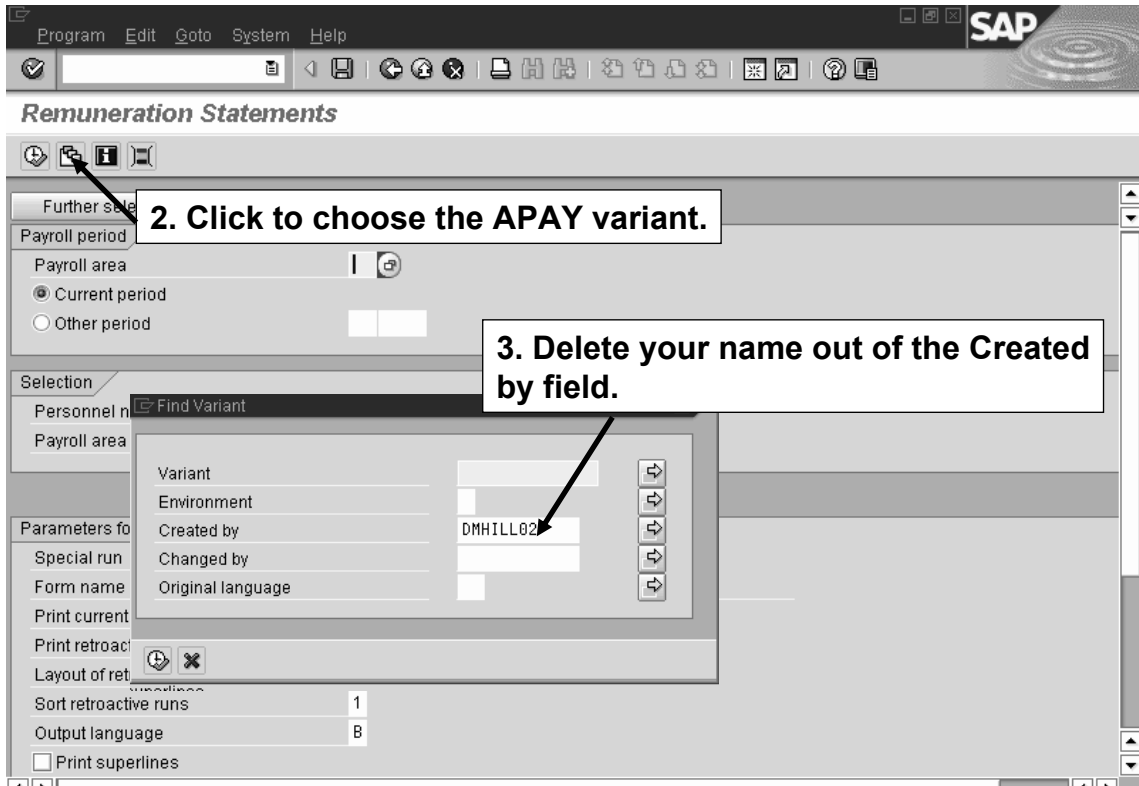
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The system enables you to create remuneration statements for your employees for a specified payroll run. Employees can still view and print their remuneration statement through Employee Self Service (ESS) via the state intranet.

Menu path is Human Resources > Payroll > Americas > USA > Payroll> PC00_M10_CEDT - Remuneration statement

PC00_M10_CEDT - Remuneration Statement



The screenshot shows the SAP 'Remuneration Statements' transaction. The 'Further selection' tab is active. A callout box labeled '2. Click to choose the APAY variant.' points to the 'Find Variant' button. Another callout box labeled '3. Delete your name out of the Created by field.' points to the 'Created by' field in the 'Find Variant' dialog, which currently contains the text 'DMHILL02'.

Remuneration Statements

Further selection

Payroll period

Payroll area

☒ Current period

☐ Other period

Selection

Personnel number

Payroll area

Find Variant

Variant

Environment

Created by

Changed by

Original language

Parameters for

Special run

Form name

Print current

Print retroactive

Layout of retroactive

Sort retroactive runs

Output language

☐ Print superlines

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Always choose the variant APAY before trying to enter data into the transaction. Failure to do so will result in data being removed from the fields.

Choosing the APAY variant ensures that you are looking at correctly formatted and configured information for the remuneration statement.



PC00_M10_CEDT - Remuneration Statement

The screenshot shows the SAP 'Remuneration Statements' screen. The 'Payroll period' section has 'Payroll area' checked and 'Current period' selected. The 'Selection' section has 'Personnel number' and 'Payroll area' fields. A 'Find Variant' dialog box is open, showing a list of variants with 'APAY' selected. An arrow points from the text '4. Type in APAY in the 'Variant' field' to the 'APAY' entry in the list. Another arrow points from the text '5. Click to copy' to the 'Copy' button in the dialog box. The 'Output' section has 'Print superlines' checked.

Program Edit Goto System Help

Remuneration Statements

Further selections Search helps Sort order

Payroll period

Payroll area ☒

☒ Current period
☐ Other period

Selection

Personnel number
Payroll area

Find Variant

Variant APAY
Environment
Created by
Changed by
Original language

Parameter
Special
Form na
Print cur
Print retr
Layout o
Sort retr
Output la
☒ Print superlines

4. Type in APAY in the 'Variant' field

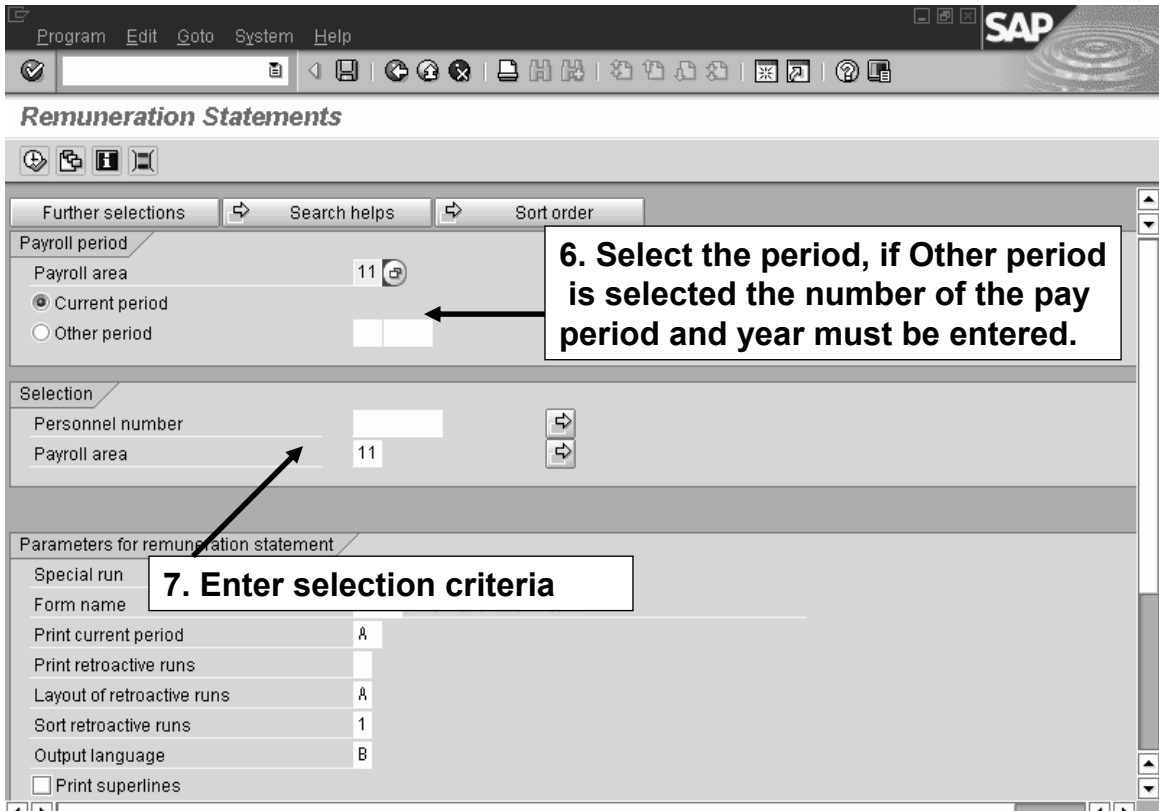
5. Click to copy

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Do not use any variant other than APAY unless you have a variant created to generate remuneration statements. If you create a variant, it is recommended that you use the variant APAY along with your selection criteria.

PC00_M10_CEDT - Remuneration Statement



Remuneration Statements

Further selections Search helps Sort order

Payroll period

Payroll area 11

☒ Current period

☐ Other period

Selection

Personnel number

Payroll area 11

Parameters for remuneration statement

Special run

Form name

Print current period A

Print retroactive runs

Layout of retroactive runs A

Sort retroactive runs 1

Output language B

☐ Print superlines

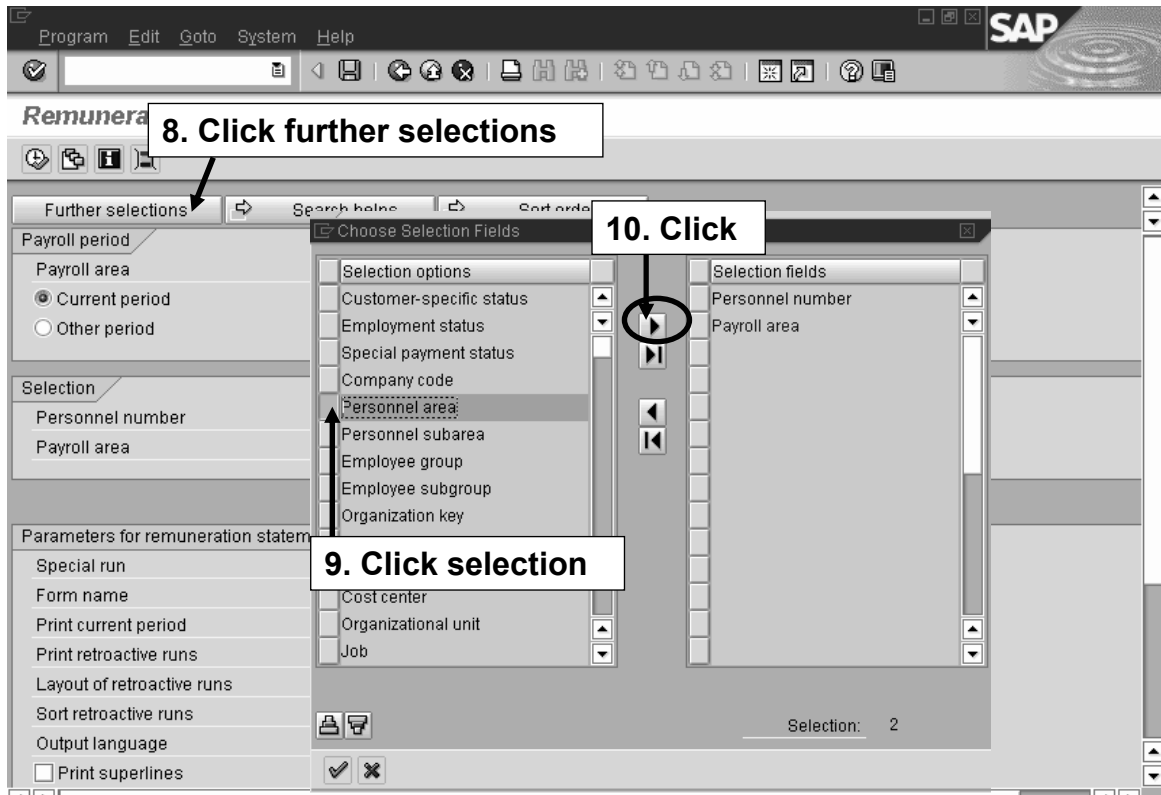
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You must enter criteria under the Selection area. If you wish to search by other selections than listed, proceed to step 8. If not, skip to step 12.

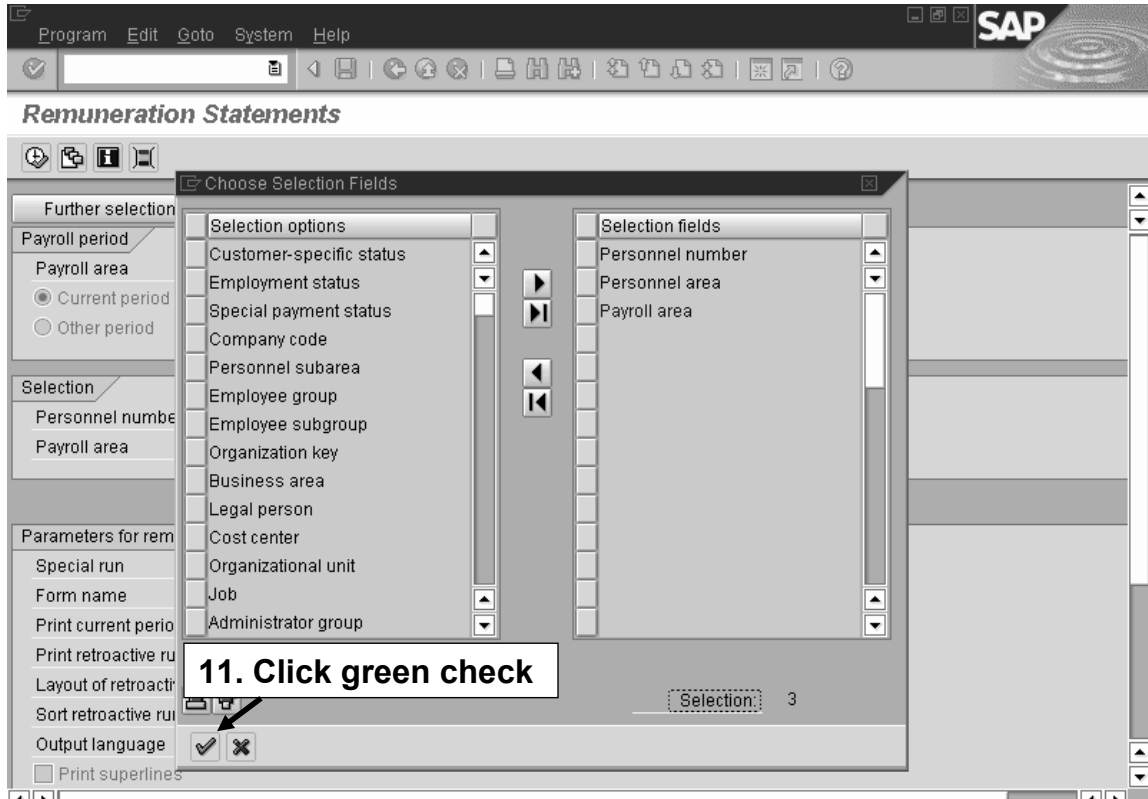


PC00_M10_CEDT - Remuneration Statement



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PC00_M10_CEDT - Remuneration Statement



The screenshot shows the SAP 'Remuneration Statements' dialog box. The 'Choose Selection Fields' window is open, displaying a list of selection options on the left and selection fields on the right. The 'Further selection' section on the left includes 'Payroll period', 'Payroll area', and 'Current period' (selected). The 'Selection' section includes 'Personnel number', 'Payroll area', and 'Parameters for remuneration'. The 'Parameters for remuneration' section includes 'Special run', 'Form name', 'Print current period', 'Print retroactive run', 'Layout of retroactive run', 'Sort retroactive run', 'Output language', and 'Print superlines'. A green checkmark icon is visible in the bottom left corner of the dialog box, and a callout box points to it with the text '11. Click green check'.

Remuneration Statements

Choose Selection Fields

Further selection

Payroll period

Payroll area

☒ Current period

☐ Other period

Selection

Personnel number

Payroll area

Parameters for remuneration

Special run

Form name

Print current period

Print retroactive run

Layout of retroactive run

Sort retroactive run

Output language

☒ ☐

Selection options

Customer-specific status

Employment status

Special payment status

Company code

Personnel subarea

Employee group

Employee subgroup

Organization key

Business area

Legal person

Cost center

Organizational unit

Job

Administrator group

Selection fields

Personnel number

Personnel area

Payroll area

11. Click green check

Selection: 3

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PC00_M10_CEDT - Remuneration Statement

Remuneration Statements

Further selections Search helps Sort order

Payroll period

Payroll area 11 06/22/2003 To 07/05/2003

Current period 14 2003

Other period

Selection

Personnel number

Personnel area

Payroll area 11

Parameters for remuneration statement

Special run

Form name APAY Remuneration Form

Print current period A

Print retroactive runs

Layout of retroactive runs A


Sort retroactive runs 1


Output language B

12. Click multiple selection

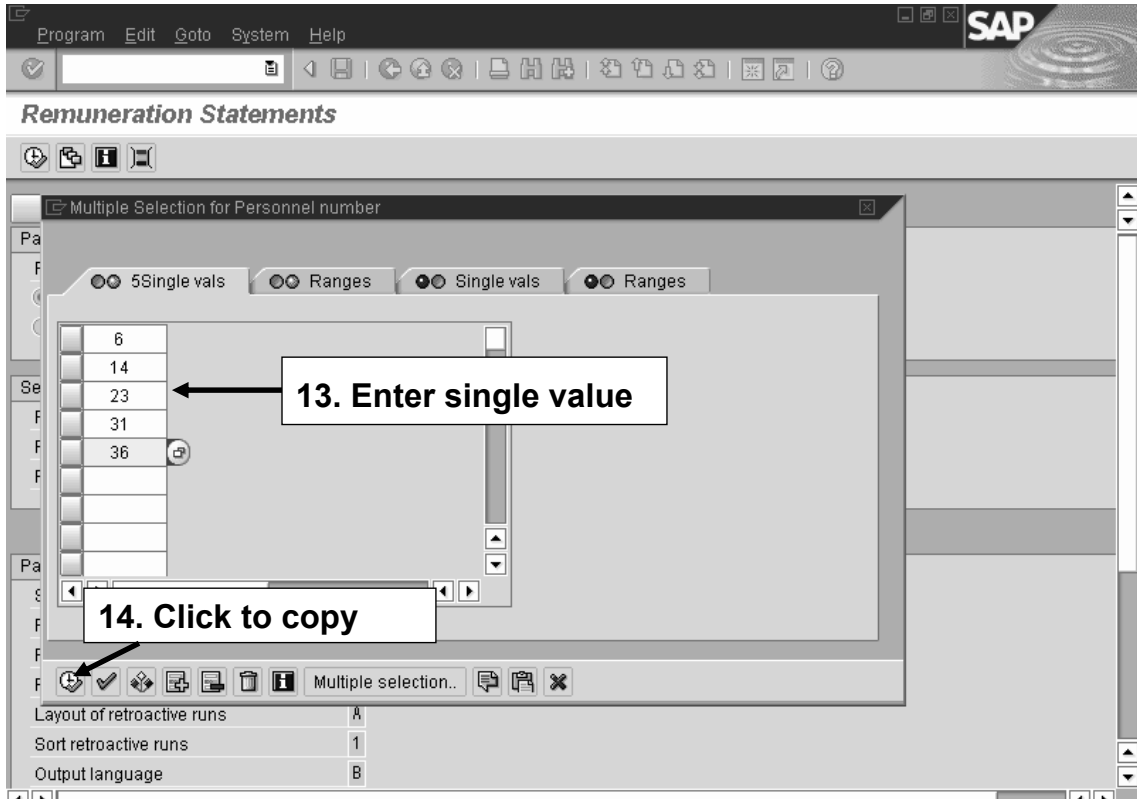
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When entering criteria you can enter a range of values, a single value or a list of single values. If you are generating remuneration statements for several employees either by personnel number, personnel area, cost center, etc., you must select the multiple selection icon  .

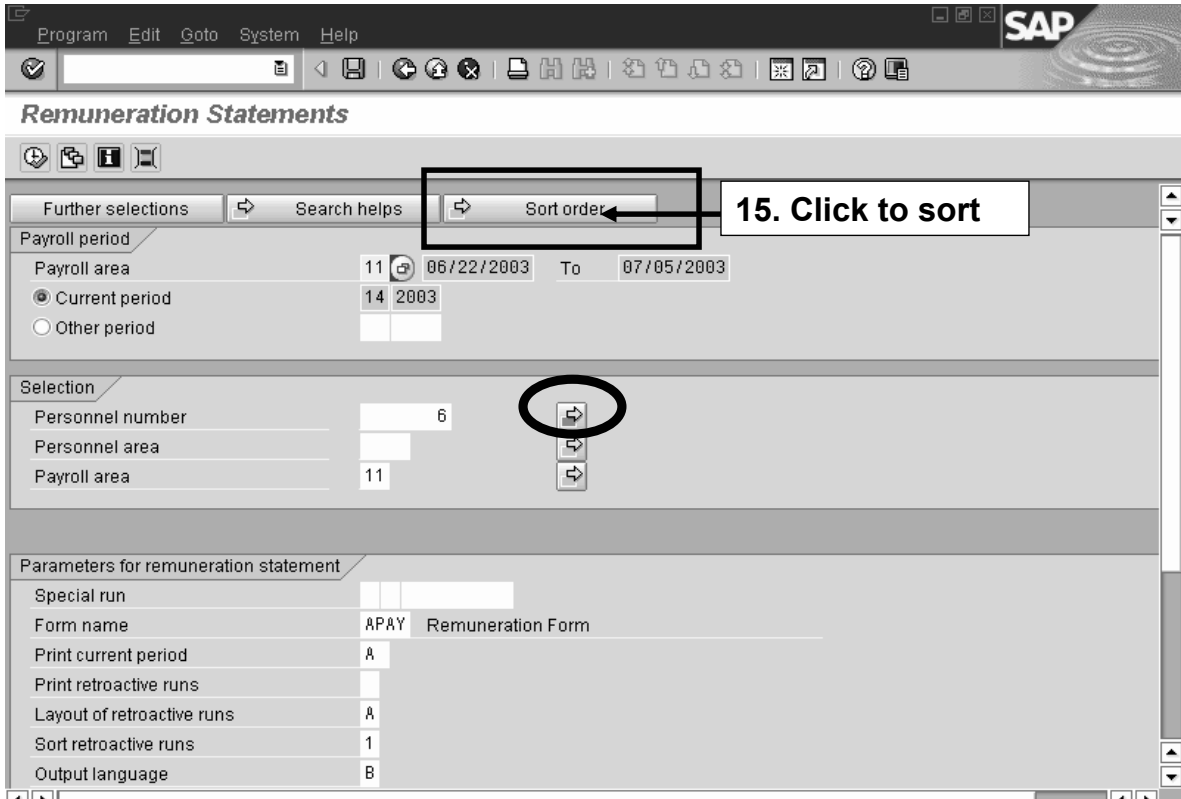
If you chose the multiple selection  , proceed to step 13; if not, skip to step 15.

PC00_M10_CEDT - Remuneration Statement



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PC00_M10_CEDT - Remuneration Statement



Remuneration Statements

Further selections Search helps Sort order

Payroll period

Payroll area 11 06/22/2003 To 07/05/2003

Current period 14 2003

Other period

Selection

Personnel number 6

Personnel area

Payroll area 11

Parameters for remuneration statement

Special run

Form name APAY Remuneration Form

Print current period A

Print retroactive runs

Layout of retroactive runs A

Sort retroactive runs 1

Output language B

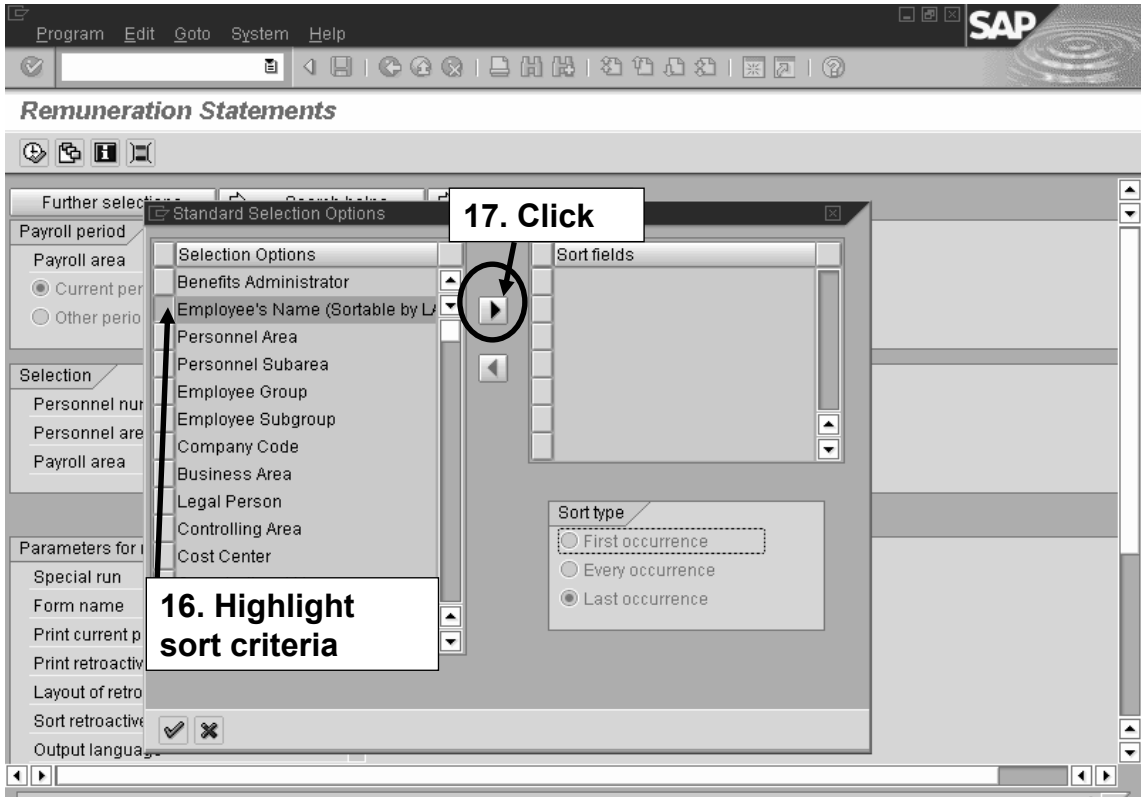
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The multiple selection icon has turned green indicating additional criteria is specified.

You can have the system sort your Remuneration Statements by the criteria you specify. If you choose this option, proceed to step 16; if not, skip to step 19.

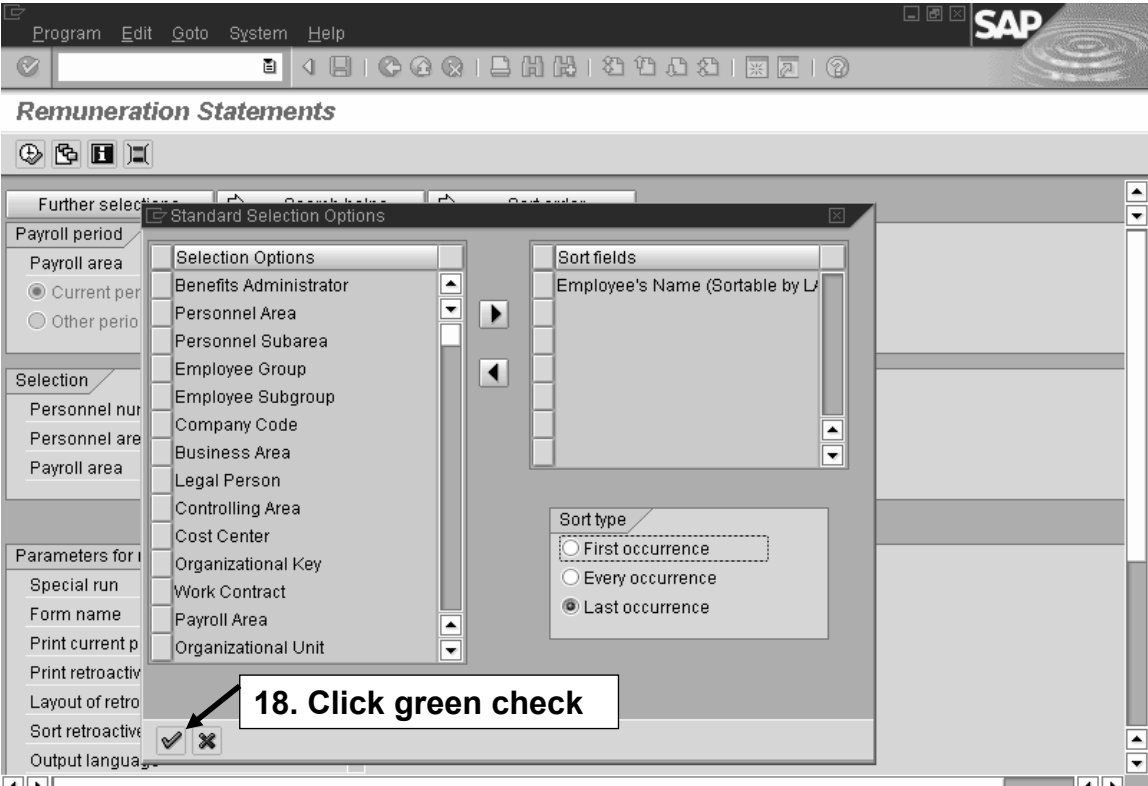
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PC00_M10_CEDT - Remuneration Statement



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PC00_M10_CEDT - Remuneration Statement

Program Edit Goto System Help

Remuneration Statements

11 06/22/2003 To 07/05/2003

14 2003

☒ Current period
☐ Other period

Selection

Personnel number 6
Personnel area
Payroll area 11

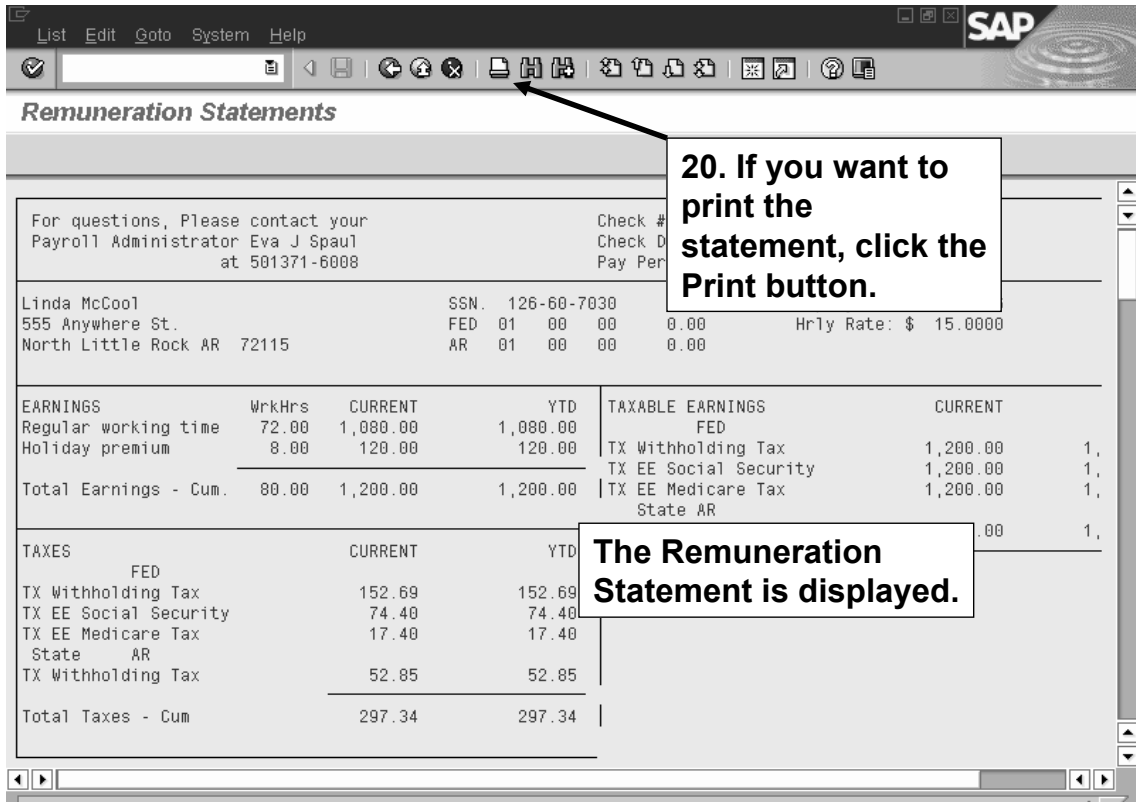
Parameters for remuneration statement

Special run	
Form name	APAY Remuneration Form
Print current period	A
Print retroactive runs	
Layout of retroactive runs	A
Sort retroactive runs	1
Output language	B

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PC00_M10_CEDT - Remuneration Statement



Remuneration Statements

For questions, Please contact your Payroll Administrator Eva J Spaul at 501371-6008

Check #
Check D
Pay Per

Linda McCool SSN. 126-00-7030
555 Anywhere St. FED 01 00 00 0.00 Hrly Rate: \$ 15.0000
North Little Rock AR 72115 AR 01 00 00 0.00

EARNINGS	WrkHrs	CURRENT	YTD	TAXABLE EARNINGS	CURRENT
Regular working time	72.00	1,080.00	1,080.00	FED	
Holiday premium	8.00	120.00	120.00	TX Withholding Tax	1,200.00 1,
Total Earnings - Cum.	80.00	1,200.00	1,200.00	TX EE Social Security	1,200.00 1,
				TX EE Medicare Tax	1,200.00 1,
				State AR	.00 1,

TAXES	CURRENT	YTD
FED		
TX Withholding Tax	152.69	152.69
TX EE Social Security	74.40	74.40
TX EE Medicare Tax	17.40	17.40
State AR		
TX Withholding Tax	52.85	52.85
Total Taxes - Cum	297.34	297.34

The Remuneration Statement is displayed.

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If the remuneration statement does not have a check number on it, do not pass it out to your employees. Remuneration statements will be available after payroll has exited.

After payroll has exited and you have a remuneration statement without a check number, you should check with your Payroll Department to have the problem investigated.